

STATE OF CALIFORNIA
TRAVEL EXPENSE CLAIM
 STD 262 (REV 6/93)

See Instructions and *Privacy
 Statement on Reverse Side

Page 1 of 1 Pages

CLAIMANT'S NAME Phyllis W. Cheng			SSAN OR EMPLOYEE NUMBER*			DEPARTMENT DFEH			
POSITION Director		CB/ID NUMBER Exempt		DIVISION OR BUREAU Executive			INDEX NUMBER		
RESIDENCE ADDRESS*				HEADQUARTERS ADDRESS 2218 Kausen Drive, Suite 100				TELEPHONE NUMBER 916-478-7250	
CITY Elk Grove		STATE CA		ZIP CODE 95758					

(1)MONTH/YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7)TRANSPORTATION				(8) BUS NESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
(2)				BREAK-FAST	LUNCH	O.T., L/T N/C RELO OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PARK NG	(D) PRIVATE CAR USE			
DATE	TIME										MILES			AMOUNT
03/12	1705	Sacramento/Burbank						A						
03/13		Los Angeles						PC		31	16.87		16.87	
03/16	1115	Burbank/Sacramento						A						
03/18	1705	Sacramento/Burbank						A						
03/19		Anaheim						PC	8.00	58	32.14		40.14	
03/20		Los Angeles						B	2.50				2.50	
03/22	1450	Burbank/Sacramento						A						
03/23		Sacramento/Fresno/Sacramento						SC						
03/24		Sacramento						SC	8.75				8.75	
03/25		Sacramento/Belmont						SC						
03/25	1855	Oakland/Burbank						A						
03/26		Los Angeles						PC						
03/27		Los Angele/Riverside						PC		106	58.43		58.43	
03/30		Los Angeles						B	5.00				5.00	
03/31		Los Angeles						B	2.50				2.50	
04/01	0935	Burbank/Sacramento						A						
(10)	SUBTOTALS									26.75	195	107.44	134.19	

COLUMN CODE (ACCTG USE ONLY)

CLAIM TOTAL

\$ 134.19

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (attach receipts/vouchers when required)

All airfare paid by the employee at her private expense.

3/13/09: Guest appearance: CNN Headline News/Southern California Edition re: FEHA 50th, L.A.

3/19/09: Keynote speaker at the 20th Annual CCS Labor Mgmt. Conference, Anaheim.

3/20/09: Met with Gary Blasi, UCLA-RAND Center for Law & Public Policy re: FEHA 50th Study, L.A.

3/23/09: Keynote speaker, CCERT, Fresno.

3/24/09: Met with SCSA Undersecretary Reid; Keynote speaker Sac. Co. Bar LEL Section Conf. Sacto.

3/25/09: Keynote speaker, Notre Dame de Nauru University re: FEHA 50th Anniversary, Belmont.

3/26/09: Conference calls from DFEH L.A. District Office.

3/27/09: Guest appearance: CNN Headline News/Riverside Edition re: FEHA 50th, Riverside.

3/30/09: DFEH L.A. District Office; CELA Liaison meeting, Pasadena.

3/31/09: Keynote speaker, LACBA Labor & Employ. Section Annual Symposium, L.A.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

(12) NORMAL WORK HOURS

0800-1700

(13) PRIVATE VEHICLE LICENSE NBR.

6ATW241 & State Car

(14) MILEAGE RATE CLAIMED

.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NBR.

CLAIMANT'S SIGNATURE



DATE

4/1/2009

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT



DATE

4/1/2009

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(17.)SPECIAL EXPENSE AUTHORIZATION-SIGNATURE and TITLE *(See Item 17 on reverse)*

DATE

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